



jobs Wbproject <jobswbproject@gmail.com>

Accounts Officer

1 message

Junaid Abdul karim <junaidkarim100@yahoo.com>
To: "jobswbproject@gmail.com" <jobswbproject@gmail.com>

Mon, Dec 19, 2022 at 11:42 AM

Dear Sir / Madam,

I am writing this letter expressing my gratitude and personally thanking you for offering the position of "**Accounts Officer**". It is an honor for me to be given an opportunity for the said position and I appreciate for choosing me as the most suitable candidate for that position.

I believe that this is in line with my knowledge and skills including my accounting and financial experiences.

Your prompt response will be highly appreciated. I am looking forward to meeting you as soon as possible.

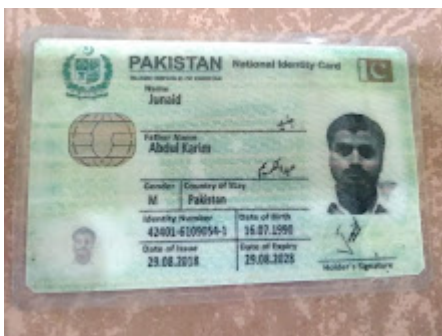
Once again thank you for your offer.

Best Regards,
Muhammad Junaid

19 attachments



CNIC back.jpeg
66K



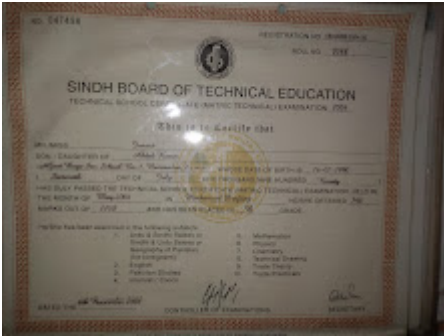
CNIC front.jpeg
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WhatsApp Image 2021-08-28 at 10.18.41 AM (1).jpeg
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WhatsApp Image 2021-08-28 at 10.18.41 AM (2).jpeg
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WhatsApp Image 2021-08-28 at 10.18.41 AM.jpeg
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WhatsApp Image 2021-08-28 at 10.18.42 AM (1).jpeg
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WhatsApp Image 2021-08-28 at 10.18.42 AM (2).jpeg
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WhatsApp Image 2021-08-28 at 10.18.42 AM (3).jpeg
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WhatsApp Image 2021-08-28 at 10.18.42 AM.jpeg
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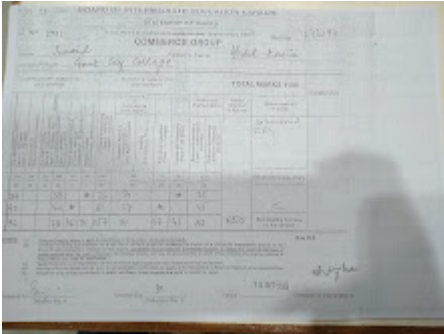
WhatsApp Image 2021-09-04 at 10.53.45 AM.jpeg
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WhatsApp Image 2021-09-04 at 10.56.21 AM.jpeg
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WhatsApp Image 2021-09-04 at 10.58.42 AM.jpeg
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WhatsApp Image 2021-09-04 at 11.05.51 AM.jpeg
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WhatsApp Image 2021-09-06 at 11.47.12 AM.jpeg
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Junaid C.V.pdf
185K

Muhammad Junaid

S/o Abdul Karim

Email I.D. Junaidkarim100@yahoo.com

Cell # +92-346-3890661

House No. B/637, Hasrat Mohani Colony Manghopir

Road Karachi.

CNIC # 42401-6109054-1

Objectives

A position with growth potential where my discipline, positive attitude, professionalism, Untiring efforts and interest can be utilizes.

Experience

6th – July, 2020 – Present **Executive – Accounts and Finance**

Mezan Group (Oil and Ghee) | A/22, S.I.T.E., Karachi

Preparation & Monitoring of...

- Finalization of Monthly Corporate Accounts
- Monthly Provisions Related to Final Accounts
- LC's Costing
- Miscellaneous Reports/Workings Related to Final Accounts
- Execution of Sales Invoices and Receipts Posting
- Finalization of Annex – C and Submit to Tax Department
- Reconciliation of Debtors and Creditors
- Execution of tender business (United Nation World Food Programme)
- Yearly Submission of Form A & Form 29
- Handling of Income Tax Monitoring and Sales Tax Notices
- Any other task given by Manager Accounts & A.M Accounts.

1st – June, 2018 – 10th April-2020 | **Sr. Accounts Executive**

A.A. Joyland Pvt. Ltd. (Siddiqsons Group) | Main Rashid Minhas Road, Gulshan-e-Iqbal, Karachi.

Preparation & Monitoring of...

- Monthly Profit & Loss Statement
- Payments, Receipts and Deposits in SAP
- Bank reconciliation
- Working on Annual Budget
- Management Reporting
- Any other task given by manager

10th – September, 2013 – 8th – July-2017 | **Junior Manager Accounts**
Tata Group of Industries | 6th Floor Textile Plaza M.A. Jinnah Road Karachi.

Preparation & Monitoring of...

- All Bank Payment and Cash Payment Vouchers in ERP
- Daily Bank Position Report Reconcile
- Bank Reconciliations
- Create Supplier and Staff Income Tax Challan
- E-Filing (Sales Tax Return and Withholding Tax Statement)
- Working on Insurance Policies for Renewal (Semi Annually)
- Monthly Provision for Accounts
- Monthly Accounts Preparation
- Data posting in RCPS Software for refund claim
- Handling of Sales Tax and Income Tax Notices

Education

December 2018 | **Master of Business Administration (MBA in Finance)**

- Iqra University North Nazimabad Campus

December 2011 | **Bachelor of Commerce (B.Com)**

- University of Karachi - Govt. Forman College.

December 2006 | **Matriculation in Technical**

- Sind Board of Technical Education.

Skills

- MS Office (Word, Excel & PowerPoint)
- Inpage
- Adobe Photoshop.
- Flash MX
- Corel Draw



PAKISTAN

ISLAMIC REPUBLIC OF PAKISTAN

National Identity Card



Name
Junaid



Father Name
Abdul Karim

جنید

عبدالکریم



Gender	Country of Stay
M	Pakistan

Identity Number	Date of Birth
42401-6109054-1	16.07.1990

Date of Issue	Date of Expiry
29.08.2018	29.08.2028

Holder's Signature



موجودہ مکان نمبر B-637، محلہ حسرت موہانی کالونی
منگلویچ روڈ، کراچی غربی

42401-6109054-1



محلہ: مکان نمبر B-637، محلہ حسرت موہانی کالونی
منگلویچ روڈ، کراچی غربی

505431482690

Usman H. Malik

Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیڈ بکس میں ڈال دیں

Serial No. 026331

Registration No. 024-14-13969



Iqra University

Islamic Republic of Pakistan

We it known that

Jumaid S/o Abdul Karim

having satisfied in full the requirements for the degree of

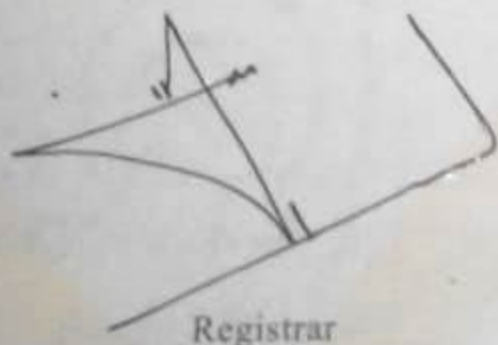
Master of Business Administration

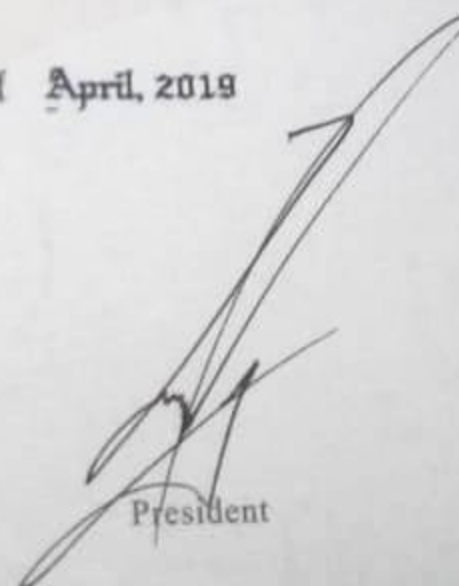
has been admitted to that degree on **Thirty First day of December, 2018**

with all the rights, privileges, and honours pertaining thereto.

In witness whereof, this degree is granted bearing the following signatures and the seal of the University.

Given this **Nineteenth** day of **April, 2019**


Registrar


President





SINDH BOARD OF TECHNICAL EDUCATION KARACHI

DETAILED MARKS CERTIFICATE

Date of Issue August 04, 2006

Ms. No.

446

COURSE TECHNICAL SCHOOL CERTIFICATE (MATRIC TECHNICAL)
EXAMINATION PART II, ANNUAL EXAMINATION-2006
NAME JUNAID
FATHER'S NAME ABDUL KARIM
INSTITUTION GOVT. BOYS SEC. SCHOOL NO-1, NAZIMABAD, KARACHI.
ROLL NO. 5588 REGN. NO. :- TSC/0268/2004-05

Subject Name	MARKS			
	Theory		Practical	
	Max.	Obtained	Max.	Obtained
English II	75	45		
Urdu Normal	75	39		
Islamiat	75	50		
Physics	75	45	25	14
Mathematics II	50	+04 13		
Technical Drawing-II	50	38		
Trade. (Mechanical D)	50	34	100	89

S For Sessional

F For Final

Theory 33%

Practical 50%

Tech.Drg. 50%

TOTAL PART I 381/575

TOTAL PART II 367/575

GRAND TOTAL 748/1150

RESULT PASS

GRADE B

Note: Errors and omissions excepted

CONTROLLER OF EXAMINATIONS

STATEMENT OF MARKS

ial N^o 2792

H.S.C. Part I & II (Annual/Supplementary) Examination, 2009

Roll No. 273293

COMMERCE GROUP

Name Tunaid

Father's Name

Hb deel kaal in

College/Private Gout City College

COMPULSORY SUBJECTS (500 MARKS)							ELECTIVE SUBJECTS (600 MARKS)					TOTAL MARKS 1100		REMARKS
Urdu (Normal/Easy Course) Paper I - 100 Marks Paper II - 100 Marks	Sindh In Lieu of Urdu (C) Paper II - 100 Marks	Urdu N.M.T. Course/ History & Culture of Pakistan Paper I - 100 Marks, Paper II - 100 Marks	English (C) Normal/Advanced Paper I - 100 Marks Paper II - 100 Marks	Islamic Education / Islamiyat or 'Civics / 'Akhlaqiat' (Compulsory) - 50 Marks (in Part-I)	Pakistan Studies (Compulsory) - 50 Marks (in Part-II)	Principle of Accounting Paper I - 100 Marks Paper II - 100 Marks	Principle of Commerce (150 Marks)	Principle of Economics (Paper - I - 75 Marks)	Commercial Geography (Paper II - 75 Marks)	Business- Mathematics	Marks obtained in figures	Marks obtained in words		
200 66	100 33	200 66	200 66	50 17	50 17	200 66	150 50	75 25	75 25	100 33	650	Six hundred Fifty		
54			38		★	76	34		★	38		Result with Grade, if any		
42			40	★		81	37	★		45		C		
96			78	46	31	157	71	47	41	83		See Grading Formula on the reverse		

NOTES

- (1) Minimum Passing Marks in each Subject/Paper is 33% unless otherwise indicated.
- (2) Indication of failing Subject/Paper by a red line or circle is simply for showing the position at a glance. No responsibility shall lie on the Board for any inadvertent omission in this regard. Candidates should see for themselves Success or Failure in a paper on the basis of marks required and the marks obtained. Candidates should not rely on presumption. In case of any mistake, the case be referred to Board without any delay for rectification.
- (3) Marks Statement once despatched will not be issued again. Duplicate may, however, be had on payment.
- (4) Scrutiny of Answer Books can be done on an Application Form within 40 days of the Declaration of Result on Payment of the prescribed fee.
- (5) Should any error made inadvertently in marks certificate, Board reserves the right to correct the same.

E. & O.E

Prepared by

Tabulator No. 1

Checked by _____

Tabulator No. 2

Dated : _____

Controller of Examinations

75 SEP 2008

BIE B226769

ROLL NO. 273293

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
مجلس التعلیم اوسطیہ اسلامیہ
کراچی



Higher Secondary Certificate 2008

This is to certify that Fumaid
Son/Daughter of Abdul Karim
has successfully completed the **HIGHER SECONDARY CERTIFICATE**
EXAMINATION of this Board in Commerce Group held in
the month of May 2008 as a Regular/Private Candidate in the
subjects mentioned below and has been placed in C **GRADE**
by securing 650 **MARKS** in the Aggregate of 1100/1200/200.

(a) **Compulsory Subjects:**

1. Urdu Normal I & II
Easy I & II / N.M.T. / Singhi
History and Culture of Pakistan
Pakistan Studies (For Foreigners)
2. English Normal / Advanced
3. Islamic Education / Civics (c)
4. Pakistan Studies (c)

(b) **Elective Subjects:**

5. Principles of Commerce (BANKING)
6. Economics & Commercial Geography
7. Accounting

Alhassan

Karachi, Pakistan

Dated, the 3rd February 2012

SECRETARY

(This Certificate is issued without any alteration or erasing.)

Enr/Reg year 2000 and onward:
Passing Marks = 40%
Passing Agg. = 45%



First Division = 60% or above
Second Division = 45% - less than 60%

University of Karachi

B.COM PART-II, ANNUAL EXAMINATION 2011

MARKS CERTIFICATE
(REGULAR CANDIDATE)

SEAT NUMBER: 271317

ENROLMENT NO: GMN/110495/2008

NAME: JUNAID

FATHER'S NAME: ABDUL KARIM

COLLEGE: GOVT. COLLEGE FOR MEN (NAZIMABAD)

SUBJECTS

I. BUSINESS COMMUNICATION

II. PRINCIPLES OF MANAGEMENT

III. ECONOMICS DEVELOPMENT OF PAKISTAN

IV. ADV. ACCOUNTING & COST ACCOUNTING

V. BUSINESS & INDUSTRIAL LAW

VI. AUDITING & INCOME TAX LAW

Max/Min
Marks

Marks
Obtained Remarks

100/40

60

100/40

46

100/40

42

100/40

54

100/40

44

100/40

48

TOTAL OF B.COM PART-II :

600/270

294

TOTAL OF B.COM PART-I :

500/225

284

GRAND TOTAL:

1100/495

578

TOTAL MARKS IN WORDS : Five Hundred Seventy-Eight

RESULT : PASSES

DIVISION : SECOND

REMARKS :

Date : 05/06/2012

Prepared By: Computer Cell (Examinations Department)

CONTROLLER OF EXAMINATIONS

Note: Should any error in the Marks Certificate be made inadvertently, the University reserves the right to correct the same.

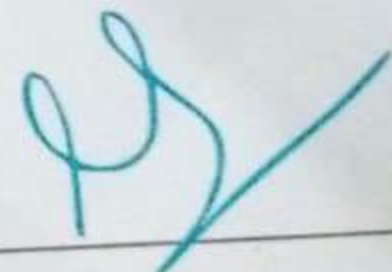


CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS PRESENTED TO

Junaid
SR. ACCOUNTS EXECUTIVE

IN APPRECIATION OF EXCELLENT PERFORMANCE AT A.A JOYLAND (PVT) LTD.
DURING THE QUARTER, JULY TO SEPTEMBER 2019


COO



Seat No. 271317



سیٹ نمبر ۲۷۱۳۱۷

کراچی یونیورسٹی University of Karachi

FACULTY OF MANAGEMENT &
ADMINISTRATIVE SCIENCES

Bachelor of Commerce

کلیہ انتظامی و نظمینیاتی علوم
بی۔ کام

Whereas

JUNAID

S/O

ABDUL KARIM

عبدالحکیم

وہ

ہرگاہ سجدید

has pursued a course of study prescribed by this University for the Degree of Bachelor of Commerce in the Faculty of Management & Administrative Sciences and has passed the requisite Annual / Supplementary examination of 2011, held in 2011, having been placed in SECOND class.

It is hereby certified that he/she has been duly admitted to the degree of Bachelor of Commerce in this University.

نے کلیہ انتظامی و نظمینیاتی علوم کے تحت بی کام کی سند کے لیے اس جامعہ کے منظور کردہ نصاب کی تکمیل کر لی ہے اور مطلوبہ امتحان سالانہ ضمنی ۲۰۱۱ منعقدہ ۲۰۱۱ میں کامیاب ہو کر درجہ حاصل کر لیا ہے،

لہذا تصدیق کی جاتی ہے کہ انھیں اس جامعہ میں

بی۔ کام کے درجہ پر فائز کیا گیا۔

مستند

شیخ الجامعہ

منصور احمد مسجل

Vice - Chancellor

Registrar

17TH DECEMBER 2012

Dated Karachi, the

۲۰۱۲

کراچی، بتاریخ ۱۷ دسمبر

Note - Detailed transcripts of examination results have been issued separately.

امتحان کے مضامین اور حاصل کردہ نشانات کی تفصیلات علیحدہ جاری کی گئی ہیں۔

SALFI TEXTILE MILLS LIMITED



HR-ES/4/005

Issue: 1

July 14, 2017

To Whom It May Concern

This is to certify that **Mr. Junaid S/o. Mr. Abdul Karim** (Emp. Code: 09064) has remained in service of Salfi Textile Mills Limited (TATA PAKISTAN) from **September 10, 2013** till **July 10, 2017**. At the time of leaving, he was designated as **Junior Manager** in **Accounts** Division.

He left our services on his own accord. We wish him success in his future endeavors.

for, Salfi Textile Mills Limited

Human Resources Division



N.J. AUTO INDUSTRIES(PVT)LTD

Office Address:
N.J. Plot # F-126 SITE: Hub River Road
Karachi.
Factory Address:
Plot # 22-27 H.I.T.E. Hub Chowki,
District Lasbela, Balochistan, Pakistan

Date: 25-06-2018

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Junaid S/O Abdul Kareem** has worked with us as Accounts Executive in Accounts department from 10th July 2017 to 31st May 2018.

He has left the services at his own accord & has been paid all his full & final legal dues.

We wish him all the success in his future.

For & on behalf



N.J Auto Industries (Pvt) Ltd.

Office Phone #: Tel: 021-2722072, 2722092, Fax (021-2722105)
Factory Phone #: Ph: (0092-853-363741 to 4), 0853-363327 to 8 Fax: (0092-853-363746)
Email: nj_autoindustry@yahoo.com, Web: www.njautoindustries.com

REGISTRATION NO. SBTE/RCI-347/08

CERTIFICATE NO. 7309/2009



Roshi Computer Institute



S. No. 07546

SHORT COURSE TRAINING CERTIFICATE
REGISTERED WITH
SINDH BOARD OF TECHNICAL EDUCATION KARACHI

Certified that Mr./ Miss JUNAID S/o. / D/o ABDUL KARIM

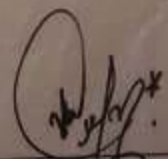
Has undergone a training programme of SIX Months during in GRAPHICS/WEB.DESIGNING at

Roshi Computer Institute, from AUG-2008 to JAN-2009 Group No. / Batch No. A.1921

On completion of his/ her training, he/ she was put to a test and his/ her performance has been assessed as "A" Grade.

Issued on 20 - MAR - 2009


TEACHER


INCHARGE


PRINCIPAL / ADMIN.

S.No. 000810

GR.No. 1781



Q.U.A INSTITUTE OF BUSINESS TECHNOLOGIES

Managed by Dehli College & Schools old Boys Association (Pakistan) Registered.
21/1 Federal "B" Area, Karachi - 75950 (Pakistan)

This is to Certify that

Mr/Ms TUNALD

S/o Abdul KARIM

Attended the Course in

CIT (Ms. OFFICE 2000, Adobe Photo Shop, Flash, Visual Basic & Internet)

Conducted by the Institute From August, 2007 to January, 2008

Dated 07-07-2008


Honorary Secretary


Principal



SINDH BOARD OF TECHNICAL EDUCATION KARACHI

DETAILED MARKS CERTIFICATE

Date of Issue August 27, 2005

Ms. No.

787

COURSE TECHNICAL SCHOOL CERTIFICATE (MATRIC TECHNICAL)
EXAMINATION PART I, ANNUAL EXAMINATION-2005
NAME JUNAID
FATHER'S NAME ABDUL KARIM
INSTITUTION GOVT. BOYS SEC. SCHOOL NO-1, NAZIMABAD, KARACHI.
ROLL NO. 886 REGN. NO :-

Subject Name	MARKS			
	Theory		Practical	
	Max.	Obtained	Max.	Obtained
English I	75	34		
Salaas Sindhi	75	59		
Pakistan Studies	75	48		
Chemistry	75	38	25	23
Mathematics I	50	35		
Technical Drawing	50	36		
Trade (Mechanical Drafting)	50	23	100	85

S For Sessional
F For Final
Theory 33%
Practical 50%
Tech.Drg. 50%

TOTAL MARKS 381/575
RESULT PASS

A. Hussain

Note: Errors and omissions excepted

CONTROLLER OF EXAMINATIONS

DATED: 04 SEP 2006

FORM "C"

(See Rule 5 (I) (b))

Form of certificate of permanent residence in the Province of Sindh for Purpose of admission to an educational institution specified in rule 2 (I) of the Sindh Permanent Residence Certificate Rules, 1971.



CERTIFICATE

I hereby certify that for the reasons given below Mr./Mrs./Miss, JUNAID

S/o / D/o ABDUL KARIM has his / her permanent residence

in HOUSE NO. B-637, HASRAT MOHANT COLONY, here enter name of place
MANGHOPIR ROAD, KARACHI.

U.C No. _____ Town SITE TOWN District KARACHI.

in the province of Sindh (_____)

This certificate is granted for the purpose of admission to an educational institution in Sindh.

(here enter reasons)

1- ENTITLED TO THIS CERTIFICATE UNDER THE RULES.
Matric Passed in 2006 *for Karachi*



Place : Karachi _____

Dated the 04 SEP 2006 20



Deputy District Co-ordination Officer
S.I. No. _____
For District Co-ordination Officer
City District Govt. Karachi.

District Co-ordination Officer
CITY DISTRICT GOVERNMENT KARACHI

D.C.O. Office Seal

NO. 047498

REGISTRATION NO. TSC/0268/2004-05

ROLL NO. 5588



SINDH BOARD OF TECHNICAL EDUCATION

TECHNICAL SCHOOL CERTIFICATE (MATRIC TECHNICAL) EXAMINATION 2006

This is to Certify that

MR./MISS Tunaid
SON / DAUGHTER OF Abdul Karim
OF Govt. Boys Sec. School No-1, Nazimabad, Karachi WHOSE DATE OF BIRTH IS 16-07-1990
(Sixteenth DAY OF July ONE THOUSAND NINE HUNDRED Ninety)
HAS DULY PASSED THE TECHNICAL SCHOOL CERTIFICATE (MATRIC TECHNICAL) EXAMINATION, HELD IN
THE MONTH OF May, 2006 IN Mechanical Drafting HE/SHE OBTAINED 748
MARKS OUT OF 1150 AND HAS BEEN PLACED IN B GRADE.

He/She has been examined in the following subjects.

- | | |
|--|----------------------|
| 1. Urdu & Sindhi Salees or
Sindhi & Urdu Salees or
Geography of Pakistan
(for foreigners) | 5. Mathematics |
| 2. English | 6. Physics |
| 3. Pakistan Studies | 7. Chemistry |
| 4. Islamiat / Civics | 8. Technical Drawing |
| | 9. Trade Theory |
| | 10. Trade Practicals |

DATED THE 6th November 2008

CONTROLLER OF EXAMINATIONS

SECRETARY

CERTIFICATE OF DOMICILE

Whereas JUN AID S/o, D/o, W/o. ABDUL KARIM
(in block letters)

has applied for a certificate of domicile under the Pakistan Citizenship Act (I) of 1951 alleging with respect to himself/ herself the particulars set out below, and has satisfied the undersigned that the condition laid down in section 17 of the Act, for the grant of a certificate of domicile and fulfilled by the said JUN AID case.

Now in pursuance of power conferred by said Act and rule made thereunder the undersigned hereby grant to the said JUN AID this certificate of domicile.

In witness whereof I have hereto subscribed my name this _____ day of _____



04 SEP 2006

Signed: _____

Name: _____

Designation: _____

PARTICULARS RELATING TO THE APPLICANT

Full Name: JUN AID

Father's Name: ABDUL KARIM

Address in Pakistan: H-NO. B-637, HAJRAT MOHANI COLONY, MANGROVE ROAD, KARACHI.

Address in country outside Pakistan: N/A.

Place of domicile: Place KARACHI District KARACHI
Tehsil KARACHI Prov. Admn. SINDH

Date of arrival in Place of domicile: SINCE BIRTH (16.7.1990)

Married / Single / Widow / Widower: SINGLE.

Name of wife or husband: NIL.

Name of children and their ages: NIL.

Matric Passed in 2006

Trade or Occupation: STUDENT.

Marks of Identification: NIL.

N.I.C. No. _____



Name: _____

Designation: _____

Place: KARACHI

Date: _____